



## CITY OF HOUSTON

**Sylvester Turner**

Mayor

Jerry Adams  
Chief Procurement Officer  
P.O. Box 1562  
Houston, Texas 77251-1562

T. 832.393.9126  
<https://purchasing.houstontx.gov>

December 8, 2021

**Subject:** Letter of Clarification No. 8  
Houston Airport System - Food and Beverage and Retail Concessions

**Reference:** Request for Proposals (RFP) No.: S76-T30019

To All Prospective Proposers:

This Letter of Clarification is issued for the following reasons:

- To remove the first sentence in Section 6. Delivery of Proposals, from **Food and Beverage Package One**, Part IV - Submission of Proposal. See attached Page No. 27 marked **Revised December 8, 2021**.
- To remove the first sentence in Section 6. Delivery of Proposals, from **Retail Package Two**, Part IV - Submission of Proposal. See attached Page No. 71 marked **Revised December 8, 2021**.
- To clarify that all proposals shall be delivered to:  
Finance Department – Strategic Procurement Division  
Bob Lanier Building  
611 Walker Street – 5<sup>th</sup> floor  
Houston, TX 77002

This Letter of Clarification will be considered part of the solicitation referenced on the first page of this document. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Procurement Division and the Houston Airport System. It is the responsibility of each proposer to obtain any previous Letter(s) of Clarification associated with this solicitation. By submitting a response to this solicitation, proposers shall be deemed to have received all Letter(s) of Clarification and have incorporated them into this solicitation.

**Council Members:** Amy Peck Tarsha Jackson Abbie Kamin Carolyn Evans-Shabazz Dave Martin Tiffany D. Thomas Greg Travis Karla Cisneros Robert Gallegos Edward Pollard Martha Castex-Tatum Mike Knox David W. Robinson Michael Kubosh Letitia Plummer Sallie Alcorn

**Controller:** Chris Brown

If you have any questions or if further clarification is needed regarding this Request for Proposals, please contact Bridget W. Cormier at [bridget.cormier@houstontx.gov](mailto:bridget.cormier@houstontx.gov) or 832.393.8715.

Regards,

DocuSigned by:

*Jerry Adams*

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Jerry Adams

Chief Procurement Officer

C: File # S76-T30019

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UC

DS  
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- 1.8.2. The City requires timely and accurate accounting and billing information.

## **PART IV – SUBMISSION OF PROPOSAL**

### **A. Instructions for Submission**

1. **Number of Copies.** Submit one (1) printed original (Marked “Original”) signed in BLUE INK and ten (10) electronic copies of the Proposal on ten (10) separate flash drives (Non-Password Protected) sealed in a separate envelope bearing the assigned solicitation number (S76-T30019).

Finance Department - Strategic Procurement Division  
Bob Lanier Building  
611 Walker St., 5<sup>th</sup> Floor  
Houston, Texas 77002

**In a separate sealed envelope submit one (1) printed copy and one (1) flash drive of the revenue proposed percentage fee rate as listed within Part III Evaluation and Selection Process, Section 1.6 Evaluation Points, 1.6.6 Compensation to the City.**

The City shall bear no responsibility for submitting responses on behalf of any Proposer. Proposer(s) may submit their Proposal to the Strategic Procurement Division any time prior to the stated deadline.

2. **Time for Submission.** Proposals shall be submitted no later than the date and time indicated for submission in this RFP. Late submittals will not be considered and will be returned unopened.
3. **Format.** Proposals must be left-bound with information on both sides of the page when appropriate. Material should be organized following the order of the submission requirements separated by labeled tabs and shall be securely bound. Submission materials will not be returned to Proposers.
4. **Complete Submission.** Proposers are advised to carefully review all the requirements and submit all documents and information as indicated in this RFP. Incomplete proposals may lead to a proposal being deemed non-responsive. Non-responsive proposals will not be considered.
5. **Packaging and Labeling; Submission of Proposal.** The outside wrapping/envelope of the printed Proposals shall clearly indicate the RFP title, date, time for submission, and the name of the Proposer. The required number of flash drives containing the Proposal shall be submitted in a separate sealed envelope and marked in the same manner as the printed Proposal. All other submission requirements shall be included with the Proposer's Proposal.
6. **Delivery of Proposals.** ~~The Proposal and all required forms must be delivered by hand or mailed to the address shown on the cover sheet of this RFP.~~ If using an express delivery service, the package must be addressed and delivered specifically to the Strategic Procurement Division. Packages delivered by express mail services to other locations may not be re-delivered to its final destination by the deadline hour.
7. **Proposers Responsible for Timely Submission.** Proposer remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. The City assumes no responsibility for any Proposal not received, regardless of whether the delay is caused by the U.S. Postal Service, a courier delivery service, or some other act or circumstance.

### **B. Submission Requirements**

1. **Cover Letter.** The cover letter shall be signed by an authorized representative of the Proposer. The letter should indicate the Proposer's commitment to provide the services proposed.

**Revised December 8, 2021**

1.8.2. The City requires timely and accurate accounting and billing information.

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**Revised December 8, 2021**